



# WEST END PARISH COUNCIL

The Parish Centre, Chapel Road, West End, Southampton, SO30 3FE  
Tel: (023) 8046 2371; E-mail: [clerk@westend-pc.gov.uk](mailto:clerk@westend-pc.gov.uk)

Members are required to attend the meeting of the **POLICY & RESOURCES COMMITTEE MEETING** which will be held on **WEDNESDAY 28<sup>th</sup> FEBRUARY 2024 AT 7.15 P.M** at the **PARISH CENTRE, CHAPEL ROAD, WEST END, SOUTHAMPTON**

THIS IS AN OPEN MEETING WHICH MEMBERS OF THE PUBLIC ARE ENTITLED TO ATTEND.

Mr S Mockford  
Clerk to the Parish Council

21<sup>st</sup> February 2024

## AGENDA

- 143/24/PR Public Participation**
- 144/24/PR Declarations of Interest**  
*Members are invited to declare interests in relation to items of business on the agenda. Any interests will be recorded in the relevant minutes.*
- 145/24/PR To receive and accept Councillor apologies**
- 146/24/PR Minutes of the meeting, held on Wednesday 24<sup>th</sup> January 2024 approved at the Full Parish Meeting on Wednesday 14<sup>th</sup> February 2024.**
- 147/24/PR Annual Parish Assembly (A.P.A.) to be held on Monday 8<sup>th</sup> April 2024.**
- Voting now available via the Parish Council website: [www.westend-pc.gov.uk](http://www.westend-pc.gov.uk)
  - Closing date for residents to vote on applications is Friday 22<sup>nd</sup> March 2024.
- 148/24/PR Standing Orders** - to be reviewed. Previously circulated to all Councillors.
- 149/24/PR Health & Safety Handbook** – to be reviewed. Previously circulated to all Councillors.
- 150/24/PR Risk Assessments**
- The Parish Council General Risk Assessment has been reviewed and updated.
  - All risk assessments currently being reviewed and updated.
  - Legionella water hygiene survey and risk assessment has been completed for each Parish owned community building.
- 151/24/PR Draft Legionella Management Policy** - to be approved. Previously circulated to all Councillors.
- Legionella ‘written scheme’s’ currently being updated for each community building.
- 152/24/PR Annual PAT Testing has been Completed**
- 153/24/PR Update from the Operations, Procedures and Policies Working Group**
- Meeting held prior to the Policy & Resources committee meeting.



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- 154/24/PR Parish Centre/Workshop/Hatch Café/Library**
- Café takings to be tabled.
  - The Hatch Café was successful in its grant application from Eastleigh Borough Council for the kitchen refurbishment for the sum of £19,900. Draft plans and quotes currently being obtained.
- To Note.**
- Bookings:
    - o The Clerk to provide a verbal update.
  - The Clerk to provide verbal update regarding the glass recycling bins in the Asda car park.
  - Solar panels are due to be installed week commencing, Monday 4<sup>th</sup> March 2024.
- 155/24/PR Parish Website – The Clerk to provide verbal update.**
- 156/24/PR The Old Fire Station**
- Nothing new to report.
- 157/24/PR West End Youth Facility**
- The main hall has been painted whilst the building was not in use over the school half term.
  - A new 240l recycling bin has been ordered. Approximately delivery time 3-4 weeks at a cost of £7.40 per bin empty.
- 158/24/PR Townhill Farm Community Centre**
- Nothing new to report.
- 159/24/PR Hildene Community Centre**
- The Energy Audit was carried out on Tuesday 6<sup>th</sup> February 2024. No report received to date.
- 160/24/PR Cutbush Football Facility**
- Nothing new to report.
- 161/24/PR Accounts**
- Monthly accounts for January to be available for March’s committee meeting. **To Note.**
- 162/24/PR Newsletter**
- Is now available to view on the Parish Council website. Hard copies are also available from the Parish Centre reception.
- 163/24/PR Update on Councillor Training**
- Councillor training courses to be tabled.
- 164/24/PR Date of next meeting: Wednesday 27<sup>th</sup> March 2024 at 7.15 p.m.**